

GALVESTON COUNTY, TX

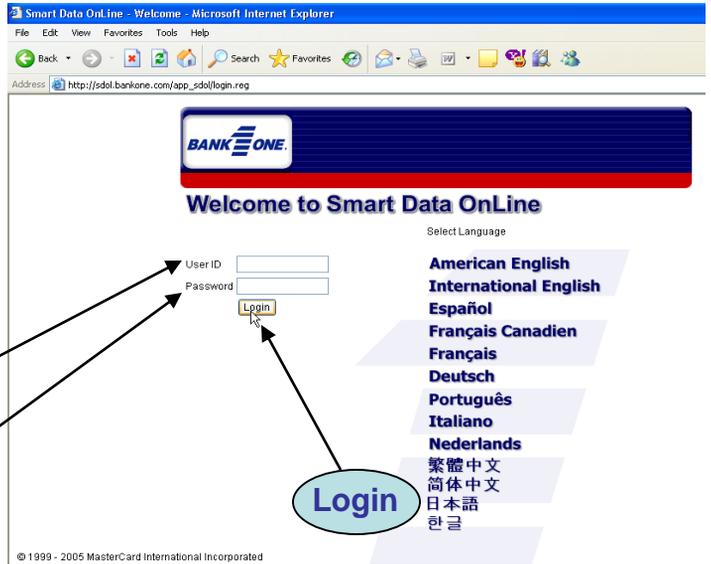


P-CARD TRAINING

To begin enter the web address to the Smart Data Online program:

<http://sdol.jpmorganchase.com>

For credit card holders your User ID will be your account number. For non card holders, supervisors, and coordinators your User ID will be the same as your Network User ID. After you enter your User ID and Password click on the **Login** button.

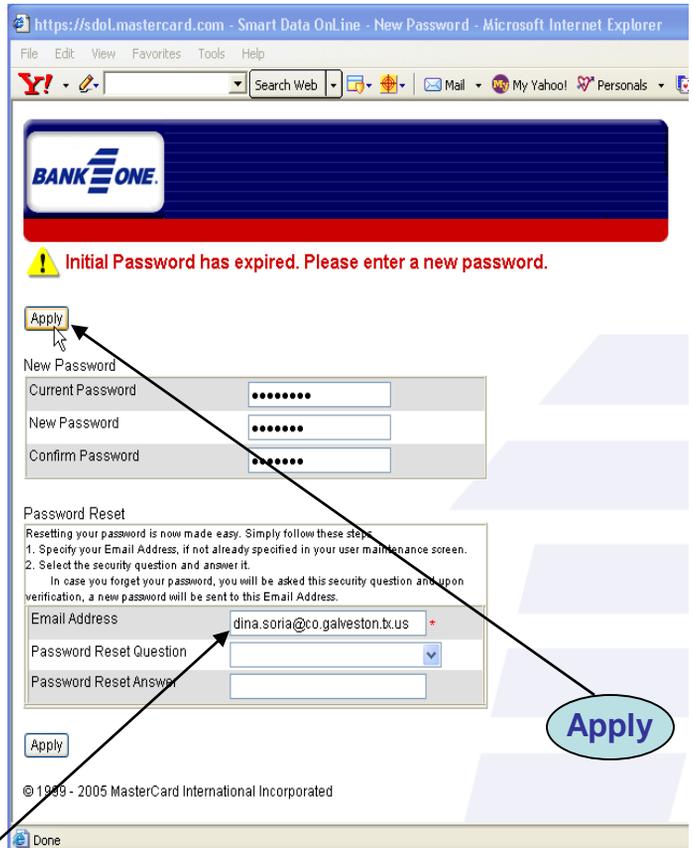


All new users will be prompted to change the default password the first time they login to the program.

Enter new password then confirm the password and click the **Apply** button.

Password Requirements:

- 8-20 characters; two of which must be numeric characters.
- Passwords are case sensitive.
- Passwords cannot contain spaces.
- Old passwords cannot be reused.
- The password cannot be the same as the user ID.



Enter email address here

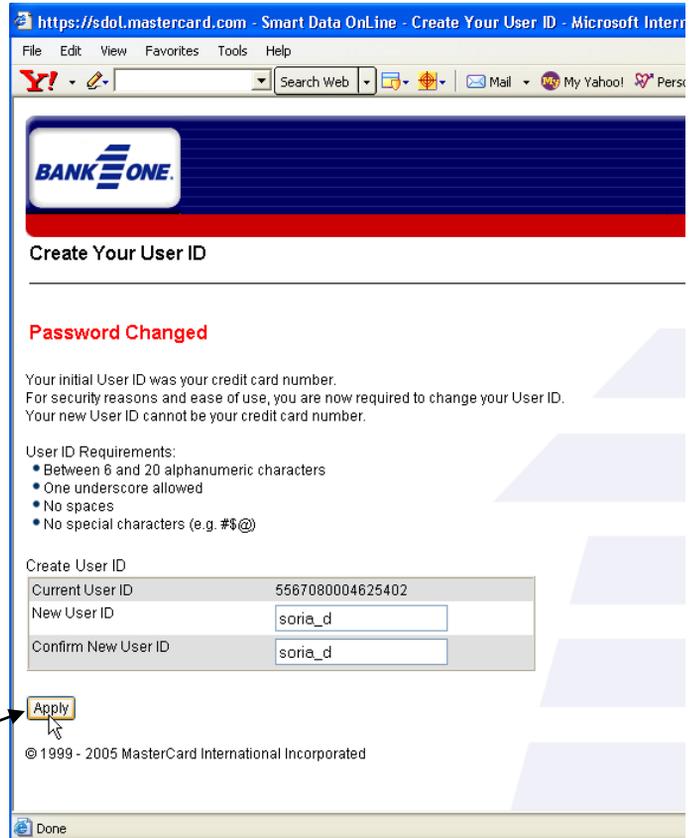
For credit card holders the first time you login you will be prompted to create a user ID. It is recommended that you use your network user ID.

User ID Requirements

- Between 6 and 20 alphanumeric characters
- One underscore allowed
- No spaces
- No special characters (e.g. # \$ @)

Click the  button to save text or settings that you have entered on the screen.

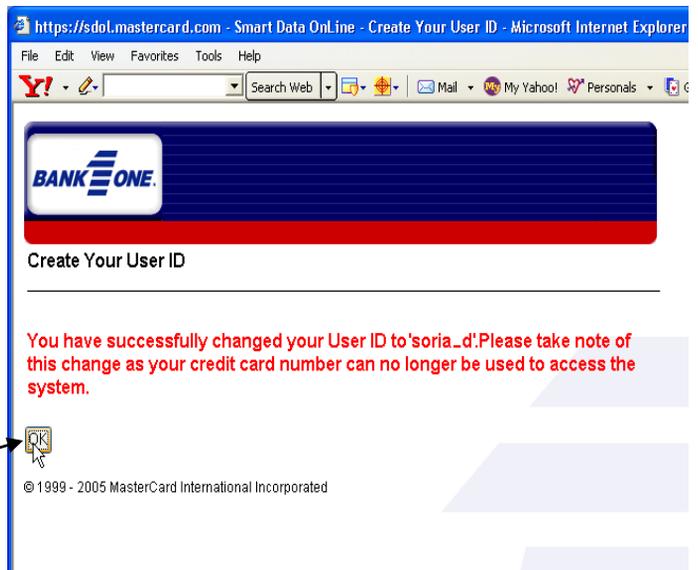




After you click on the apply button above you will see this screen. Please make note of your new User ID, you will be required to use this User ID for all future access to the program .

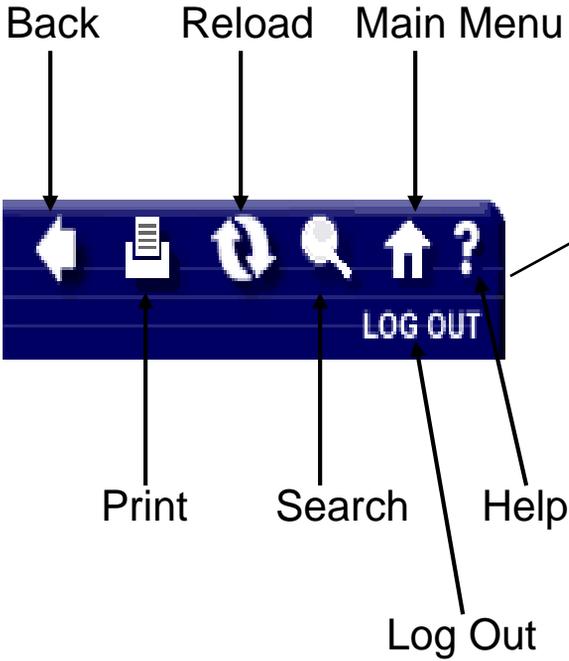
Click on the  button.





Account Details

These are your navigation buttons while in the website.



https://sdol.mastercard.com - Smart Data OnLine - Account Maintenance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BANK ONE Account Details Financial Reports

Account Maintenance

RUFUS G CROWDER
C0840-GALVESTON COUNTY
601 TREMONT
SUITE 100
GALVESTON, TX 77550-1982 USA
XXXX-XXXX-0462-5402

Reports To: 151800 - PURCHASING

Additional Information

Employee ID	999994367
Phone Numbers	
Fax Number	
Email Address	dina.soria@co.galveston.tx.us
Currency Code	U.S. DOLLAR
Status Code	ACTIVE
Tax Exempt	N
Account Effective Date	11/17/2004
Internal Audit Code	
Reports To	PURCHASING
Product Code	PURCHASING CARD
Reporting Structure	
Additional Information	

Transaction Limits

Credit Limit	50,000.00
Single Trans Amt	50,000.00
Daily Limit Amt	0.00
Daily Trans Limit	99
Cycle Limit Amt	50,000.00
Cycle Trans Limit	999
Monthly Limit Amt	0.00
Monthly Trans Limit	0
Other Limit Amt	0.00
Other Trans Limit	0

Cost Allocation Fields

FCCKEY: 1101151800*Purchasing Agent

OBJECT: []

Default Account GL Code

Default Account GL Code: []

Always Use Account GL Code:

© 1999 - 2005 MasterCard International Incorporated
Currently logged in as: Dina Soria (dsoria, Accounts)

Account Details

Click on the Account Details tab to show user information, transaction limits, cost allocation fields, and default account GL codes.

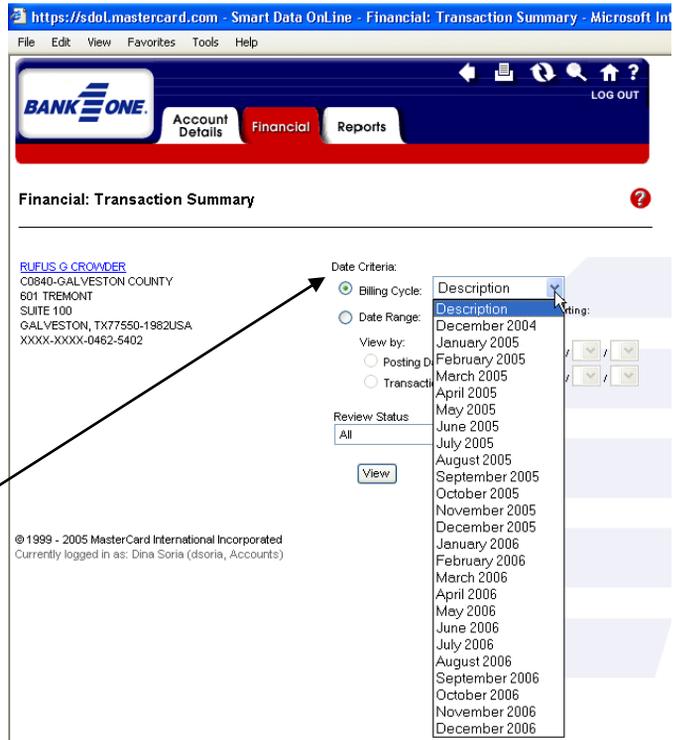
Financial

Financial

Click on the Financial tab to show the Transaction Summary screen.

For the Date Criteria you may choose the option Billing Cycle or Date Range.

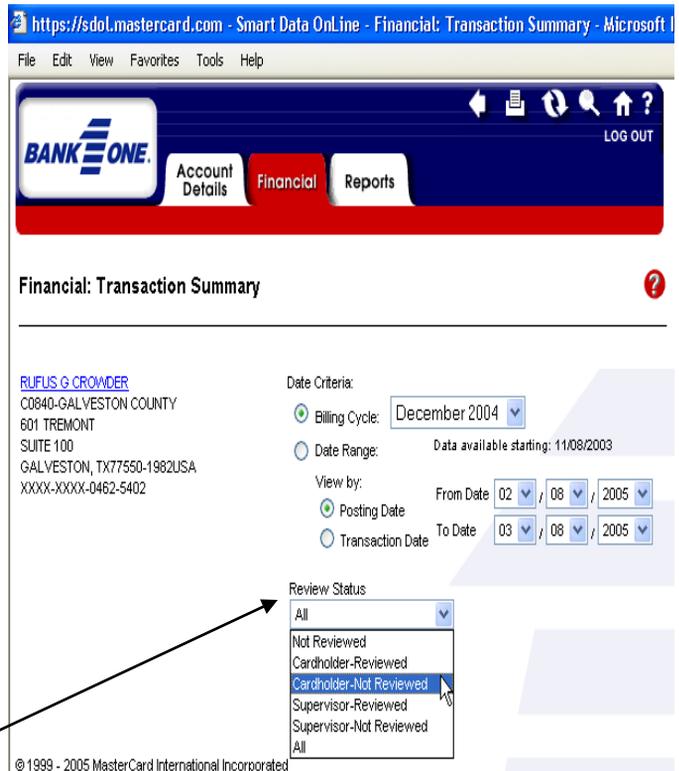
Select the date criteria that you want to use



There are several review statuses that you may choose such as:

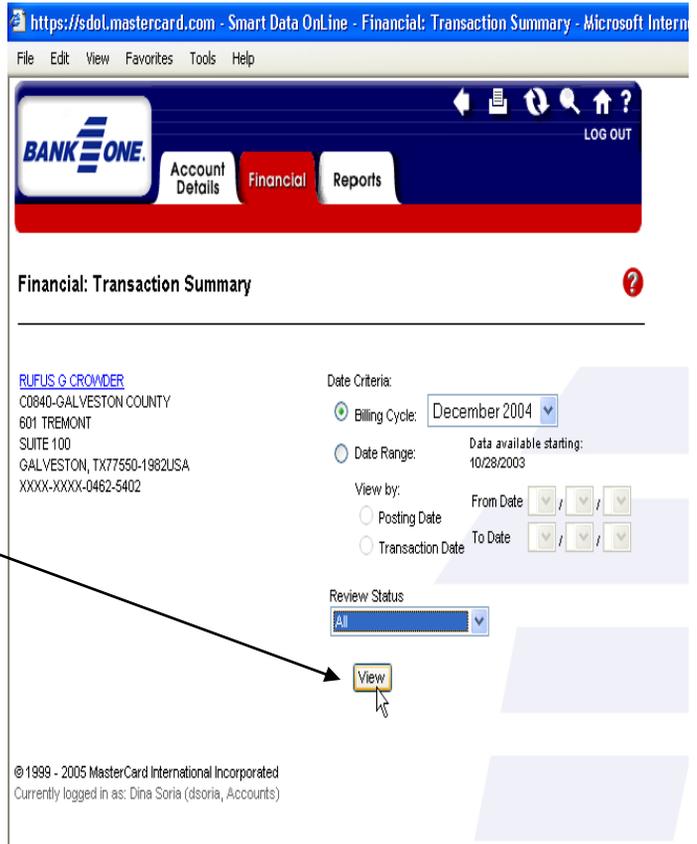
- Not Reviewed
- Cardholder Reviewed
- Cardholder Not Reviewed
- Supervisor Reviewed
- Supervisor Not Reviewed
- All

Select the review status criteria that you want to use from the drop down menu



Once you have selected a date criteria and a review status click on the  button. This will show the transaction summary for the date and review status selected.

View



https://sdoL.mastercard.com - Smart Data OnLine - Financial: Transaction Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BANK ONE Account Details **Financial** Reports LOG OUT

Financial: Transaction Summary

RUFUS G CROWDER
 C0840-GALVESTON COUNTY
 601 TREMONT
 SUITE 100
 GALVESTON, TX 77550-1982 USA
 XXXX-XXXX-0462-5402

Date Criteria:
 Billing Cycle: December 2004
 Date Range: Data available starting: 10/28/2003
 View by:
 Posting Date From Date / / To Date / /
 Transaction Date To Date / /

Review Status: All



© 1999 - 2005 MasterCard International Incorporated
 Currently logged in as: Dina Soria (dsoria, Accounts)

Apply Discard 

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Transaction Description	Transaction Amount	Sales Tax	Additional Information
  	<input type="checkbox"/>	<input type="checkbox"/>	11/26/2004	11/24/2004	CHALMERS TRUE VALUE, GALVESTON, TX	22.64		
  	<input type="checkbox"/>	<input type="checkbox"/>	11/26/2004	11/24/2004	OFFICE DEPOT #1127, TEL7134601776, TX	89.44	<input type="text"/>	
  	<input type="checkbox"/>	<input type="checkbox"/>	12/06/2004	12/02/2004	WAL-MART STORES, INSE2, GALVESTON, TX	41.59	<input type="text"/>	
  	<input type="checkbox"/>	<input type="checkbox"/>	12/06/2004	12/03/2004	THE HOME DEPOT 6574, GALVESTON, TX	13.93	<input type="text"/>	
Page Total:						167.60		

Apply Discard 

Account Links

Description Links

Transaction Links

© 1999 - 2005 MasterCard International Incorporated
 Currently logged in as: Dina Soria (dsoria, Accounts)

This screen shows the transactions based on the criteria that you selected. You can click on individual description links for more details or click on one of the detail icons for specific data like account codes, split transactions, or transaction details.

You will see this screen when you click on the Account Codes icon.

Account Codes

< Previous Transaction Next Transaction >

Posting Date	Transaction Date	Transaction Amount	Description
11/26/2004	11/24/2004	89.44	OFFICE DEPOT #1127, TEL7134601776, TX

Expense Description

FCC/KEY: 1101151800*Purchasing Agent

OBJECT: [Empty]

Disputed:

Return to top

Apply Account Codes to all editable transactions displayed on this page.

Apply Discard

< Previous Transaction Next Transaction >

Select a Fund Cost Center Key from this drop down list. A default FFC/Key will be displayed if incorrect.

Enter the expense description here

Click on the Discard button to reset text entries and settings back to the last saved data. Discard does not remove any data already saved in the system.

If a transaction is being disputed click on the Disputed checkbox.

Account Codes

< Previous Transaction Next Transaction >

Posting Date	Transaction Date	Transaction Amount	Description
11/26/2004	11/24/2004	89.44	OFFICE DEPOT #1127, TEL7134601776, TX

Expense Description

FCC/KEY: 1101151800*Purchasing Agent

OBJECT: 5310000*Supplies

Disputed:

Return to top

Apply Account Codes to all editable transactions displayed on this page.

Apply Discard

< Previous Transaction Next Transaction >

Click the Apply button to save text that you have entered on the screen.

Select an Object code from this drop down list

Apply

Click the split icon for the Split Transaction screen to display.

Search Transaction Count Total: 4 Search Transaction Amount Total: 167.60

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	11/26/2004	11/24/2004	CHALMERS TRUE VALUE, GALVESTON, TX	22.64		
	<input type="checkbox"/>	<input type="checkbox"/>	11/26/2004	11/24/2004	OFFICE DEPOT #1127, TEL7134601776, TX	89.44		
	<input type="checkbox"/>	<input type="checkbox"/>	12/06/2004	12/02/2004	WAL-MART STORES, INSE2, GALVESTON, TX	41.59		
	<input type="checkbox"/>	<input type="checkbox"/>	12/06/2004	12/03/2004	THE HOME DEPOT 6574, GALVESTON, TX	13.93		
Page Total:						167.60		

When you have a transaction which needs to be allocated to multiple accounts, you can split the transaction by dollar amount.

https://sdoL.mastercard.com - Smart Data OnLine - Financial : Split Transaction - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BANK ONE Account Details **Financial** Reports LOG OUT

Financial : Split Transaction

[Back to Transaction Summary screen](#)

Reference Information

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Net Amount
	No	No	12/06/2004	12/02/2004	WAL-MART STORES, INSE2	41.59		41.59

Select number of Splits to create:

© 1999 - 2005 MasterCard International Incorporated
Currently logged in as: Dina Soria (Accounts)

Create

Select the number of splits to create and then click the button

BANK ONE Account Details **Financial** Reports LOG OUT

Financial : Split Transaction

[Back to Transaction Summary screen](#)

Reference Information

Supervisor Detail	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Net Amount
No	No	12/06/2004	12/02/2004	WAL-MART STORES, INSE2	41.59		41.59

In Split by, select "Amount". Enter the Amount for each split line.

Apply Discard Add Split Unsplit

Split by: **Amount** Split and Balance To: **Total Transaction Amount**

Allocate	Amount	Percent	Sales Tax	Expense Description	Remove
<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox" value="X"/>
<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox" value="X"/>
Totals	0.00	0.00	0.00		

Apply Discard Add Split Unsplit

© 1999 - 2005 MasterCard International Incorporated
Currently logged in as: Dina Soria (dsoria, Accounts)

Click **Add Split** and then the **Apply** button to save your changes. Once you save the splits, you can cost allocate each split.

In "Split and Balance to" drop down list select the "Total Transaction Amount".

https://sdoL.mastercard.com - Smart Data OnLine - Financial : Split Transaction - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BANK ONE Account Details Financial Reports LOG OUT

Financial : Split Transaction

[Back to Transaction Summary screen](#)

Change Successfully Applied

Reference Information

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Net Amount
	No	No	12/06/2004	12/02/2004	WAL-MART STORES, INSE2	41.59		41.59

Apply Discard Add Split Unsplit

Split by: Percent Split and Balance To: Total Transaction Amount

Allocate	Amount	Percent	Sales Tax	Expense Description	Remove
	8.32	20.00		Pens	
	33.27	80.00		Paper	
Totals	41.59	100.00	0.00		

Apply Discard Add Split Unsplit

Click here to return back to the Transaction summary screen

After clicking on the **Apply** button your changes will be displayed.

Apply Discard

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Additional Information
			11/26/2004	11/24/2004	CHALMERS TRUE VALUE, GALVESTON, TX	22.64		
			11/26/2004	11/24/2004	OFFICE DEPOT #1127, TEL7134601776, TX	89.44		
			12/06/2004	12/02/2004	WAL-MART STORES, INSE2, GALVESTON, TX	41.59		
					Split 1: Pens	8.32	0.00	
					Split 2: Paper	33.27	0.00	
			12/06/2004	12/03/2004	THE HOME DEPOT 6574, GALVESTON, TX	13.93		
Page Total:						167.60		

Apply Discard

Account Links

Select each split transaction account link and enter account allocation. See page 7

Apply Discard

Search Transaction Count Total: 9 Search Transaction Amount Total: 864.45

Expand All | Collapse All | Refresh

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	12/19/2005	12/15/2005	INTER-CONTINENTAL HOTEL, ADDISON, TX	96.05	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	12/19/2005	12/16/2005	INTER-CONTINENTAL HOTEL, ADDISON, TX	192.10	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	12/19/2005	12/16/2005	INTER-CONTINENTAL HOTEL, ADDISON, TX	192.10	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	12/19/2005	12/16/2005	INTER-CONTINENTAL HOTEL, ADDISON, TX	96.05	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	12/19/2005	12/16/2005	INTER-CONTINENTAL HOTEL, ADDISON, TX	96.05	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	12/23/2005	12/14/2005	INTER-CONTINENTAL HOTEL, ADDISON, TX	96.05	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	12/23/2005	12/14/2005	INTER-CONTINENTAL HOTEL, ADDISON, TX	96.05	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	12/23/2005	12/14/2005	INTER-CONTINENTAL HOTEL, ADDISON, TX	96.05	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	01/02/2006	12/31/2005	INTER-CONTINENTAL HOTEL, ADDISON, TX	(96.05)	(0.00)	

Apply Discard

Click on Cardholder Reviewed box to approve a transaction and click the Apply button

All transactions must be marked as reviewed by cardholders or account coordinators; and department supervisors to indicate that transactions are “approved”. Once the reviewed status has been applied the transaction is locked and cannot be edited. Only a company administrator or a department supervisor can unlock the transaction.

The reviewed status can be used as selection criteria when searching for transactions, running reports, or exporting data.

Click to display or hide details for a single transaction

Apply Discard

Search Transaction Count Total: 9 Search Transaction Amount Total: 864.45

Expand All | Collapse All | Refresh

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	12/19/2005	12/15/2005	INTER-CONTINENTAL HOTEL, ADDISON, TX	96.05	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	12/19/2005	12/16/2005	INTER-CONTINENTAL HOTEL, ADDISON, TX	192.10	0.00	
<p>Expense <input type="checkbox"/> Hide Account Codes</p> <p>FCC.KEY: 1101159100*Information Tch OBJECT:</p> <p>Disputed:</p>								
	<input type="checkbox"/>	<input type="checkbox"/>	12/19/2005	12/16/2005	INTER-CONTINENTAL HOTEL, ADDISON, TX	192.10	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	12/19/2005	12/16/2005	INTER-CONTINENTAL HOTEL, ADDISON, TX	96.05	0.00	

Apply Discard

Search Transaction Count Total: 9 Search Transaction Amount Total: 864.45

Expand All | Collapse All | Refresh

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	12/19/2005	12/15/2005	INTER-CONTINENTAL HOTEL, ADDISON, TX	96.05	0.00	
<p>Expense Description:</p> <p>FCC.KEY: 1101159100*Information Tch OBJECT:</p> <p>Disputed:</p>								
	<input type="checkbox"/>	<input type="checkbox"/>	12/19/2005	12/16/2005	INTER-CONTINENTAL HOTEL, ADDISON, TX	192.10	0.00	
<p>Expense Description:</p> <p>FCC.KEY: 1101159100*Information Tch OBJECT:</p> <p>Disputed:</p>								
	<input type="checkbox"/>	<input type="checkbox"/>	12/19/2005	12/16/2005	INTER-CONTINENTAL HOTEL, ADDISON, TX	192.10	0.00	

Click Expand All Or Collapse All to display or hide details for all transactions

Reports

To run a report
From the Reports tab,
select Run Reports.

Under Report Format,
indicate how the
report will display:

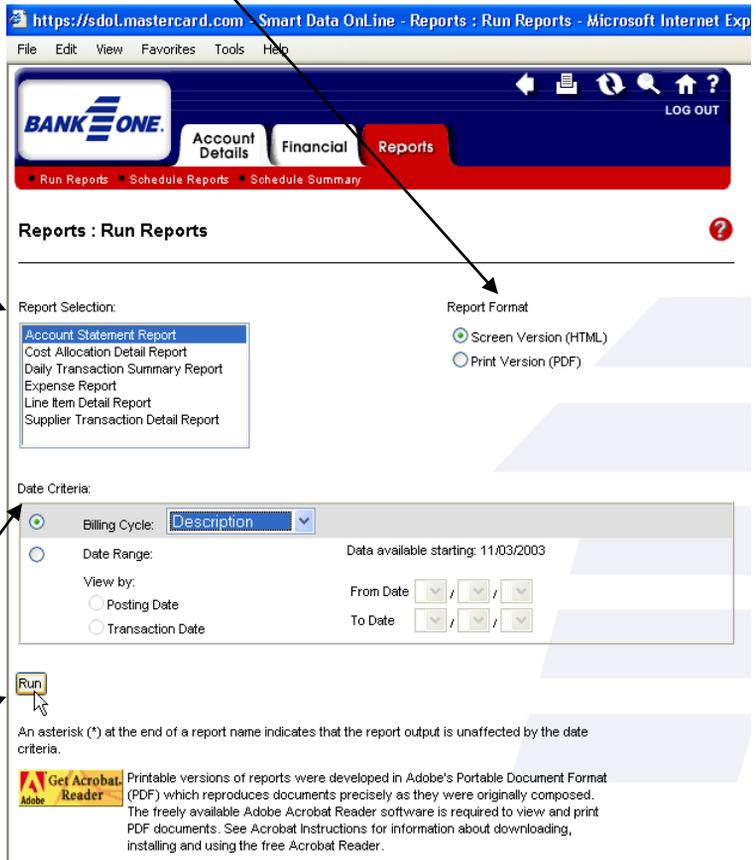
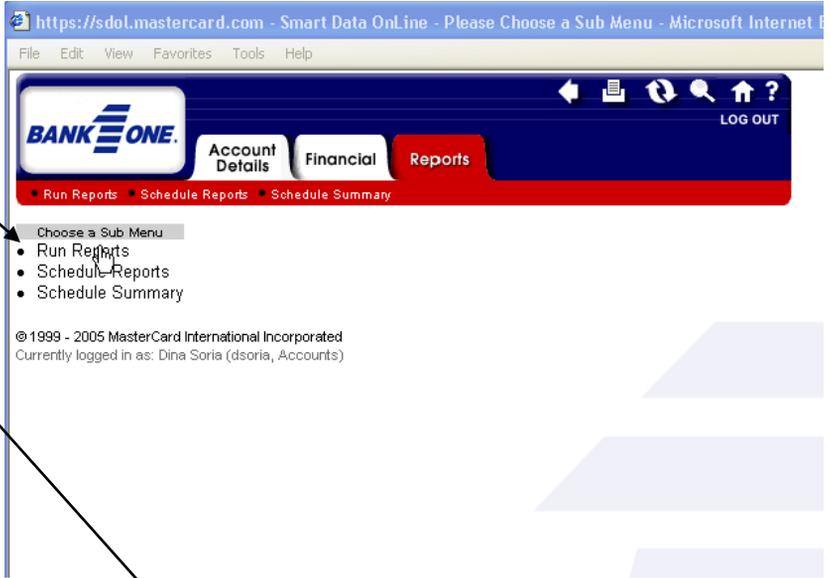
Screen Version (HTML) -
displays the report
online in your
browser window.

Print Version (PDF)
- displays the
report in Adobe
Acrobat

Under Report Selection,
select the report that you
want to run.

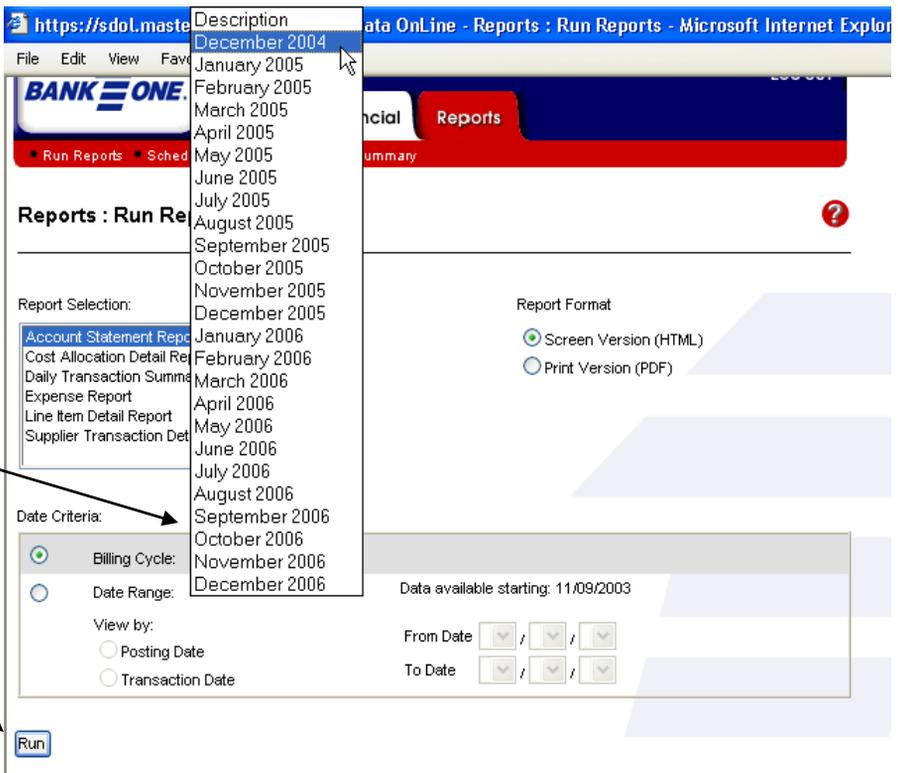
Select a Date Criteria
option to define the range of
transactions that you want
to include in the report.

Click the  button to
run the report.



When the Billing Cycle option is selected there is a list of descriptions to choose from.

Click on the **Run** button once your criteria is selected.



https://sdol.mastercard.com - Smart Data OnLine - Reports : Run Reports : Account Statement Rep - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BANK ONE Account Details Financial **Reports** LOG OUT

Run Reports Schedule Reports Schedule Summary

Reports : Run Reports : Account Statement Report

Account Statement Report

RUFUS G CROWDER
601 TREMONT
SUITE 100
GALVESTON, TX 77550-1982 USA
XXXX-XXXX-0462-5402

REPORTING PERIOD: Posting Date: 10/03/2004 Thru 12/06/2004

[Run a new Report](#)

Posting Date	Transaction Date	Description	Transaction Amount
11/26/2004	11/24/2004	CHALMERS TRUE VALUE GALVESTON, TX	22.64
11/26/2004	11/24/2004	OFFICE DEPOT #1127 TEL7134601776, TX	89.44
12/06/2004	12/02/2004	WAL-MART STORES, INSE2 GALVESTON, TX	41.59
12/06/2004	12/03/2004	THE HOME DEPOT 6574 GALVESTON, TX	13.93
Total			167.60

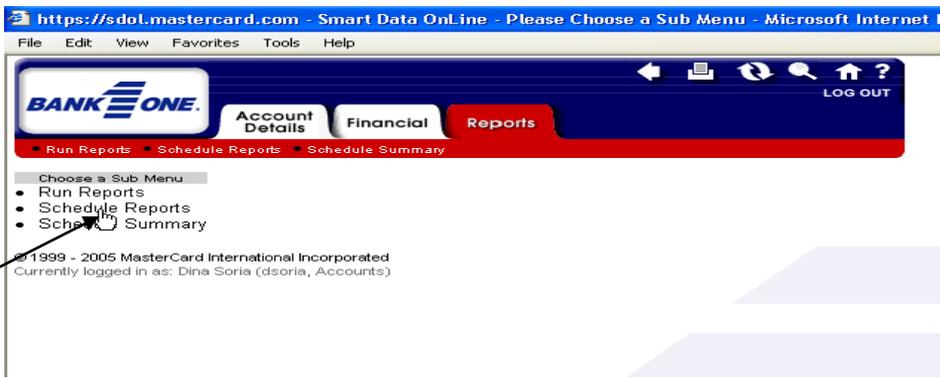
Account Name	Transaction Count	Transaction Amount	Adjustment Count	Adjustment Amount	Total Count	Total Amount
RUFUS G CROWDER	4	167.60	0	0.00	4	167.60
Report Totals	4	167.60	0	0.00	4	167.60

Run Date: 03/03/2005 15:25:59 (GMT) - Dina Soria

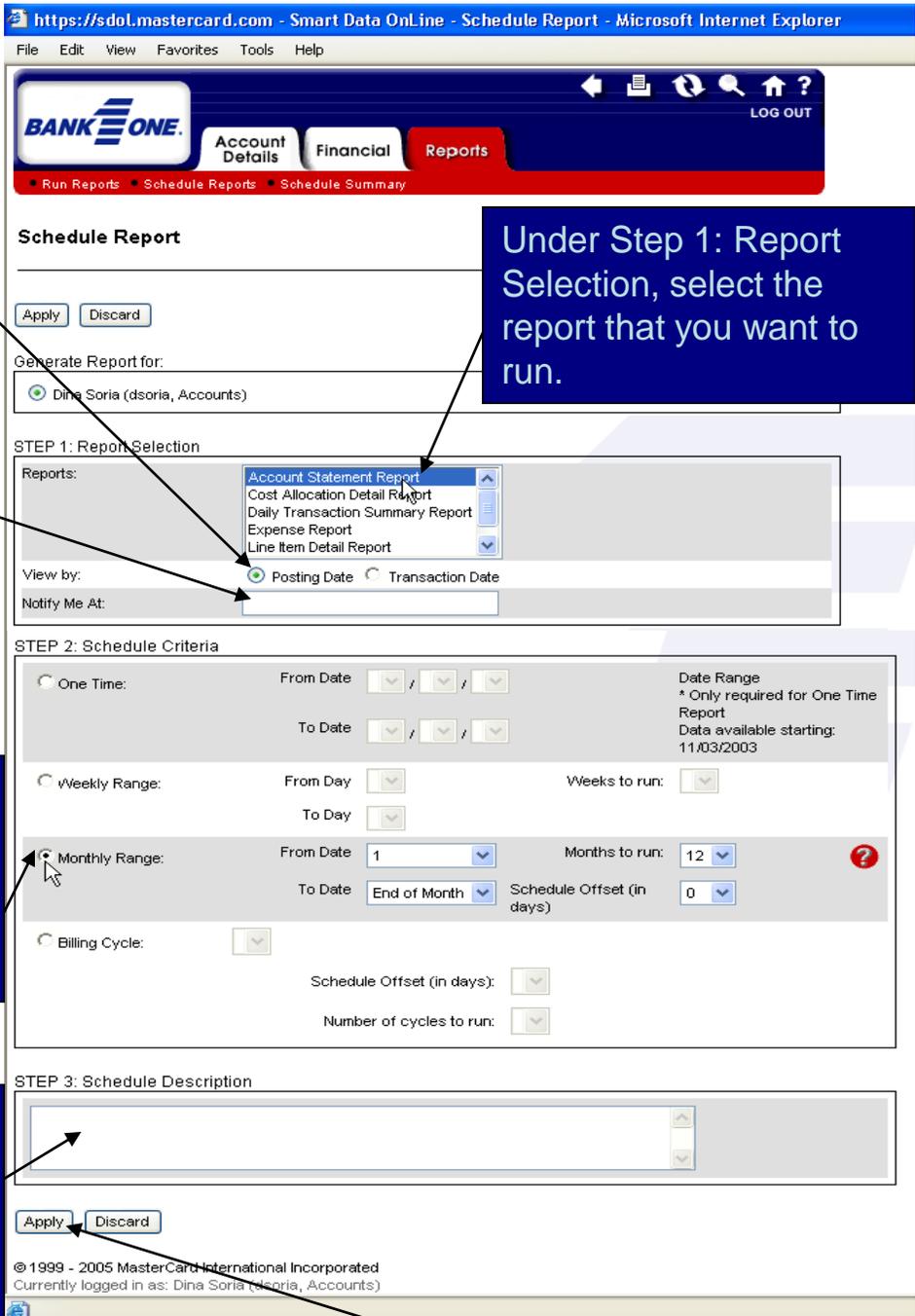
Printable Version

This is the Account Statement Report that will be displayed.

You can print it by clicking on the 'Printable Version' icon.



Use the Schedule Report option to create larger reports (over 1,000 records) or to create a report on a weekly or monthly basis.



“View by” specifies how the transactions will be selected the options are Posting Date or Transaction Date.

Under Step 1: Report Selection, select the report that you want to run.

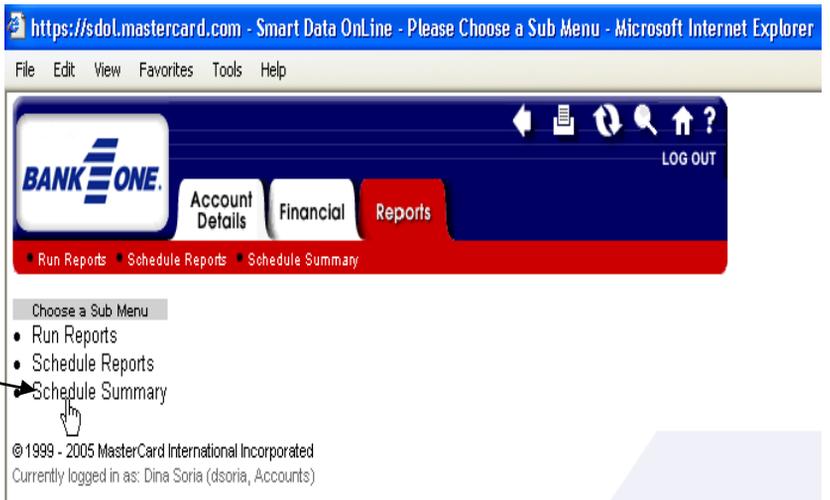
Enter a valid email address in the “Notify Me At” text box. You will receive an email notification when your scheduled file is ready to download from the Inbox.

Under Step 2: Schedule Criteria specifies the day and the frequency that the report will be run.

Under Step 3: Schedule Description is a text box to enter the a description of the scheduled report.

After clicking on the **Apply** button your changes will be displayed.

Click the Schedule Summary screen to display a list of active and pending scheduled items.



https://sdol.mastercard.com - Smart Data OnLine - Schedule Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BANK ONE Account Details Financial Reports

Run Reports Schedule Reports Schedule Summary

Schedule Summary

[RUFUS G CROWDER](#)

C0840-GALVESTON COUNTY
601 TREMONT
SUITE 100
GALVESTON, TX 77550-1982 USA
XXXX-XXXX-0462-5402

Detail	Next Run Date	Previous Run Date	Final Run Date	Type	Frequency	Description	Status	Delete
	03/31/2005		03/31/2006	Report	Monthly	description	Active	

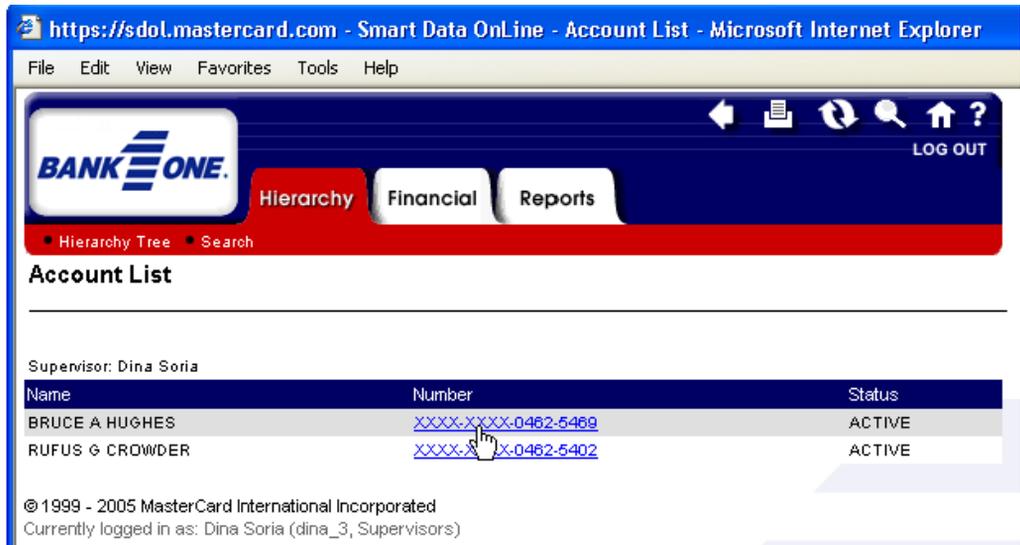
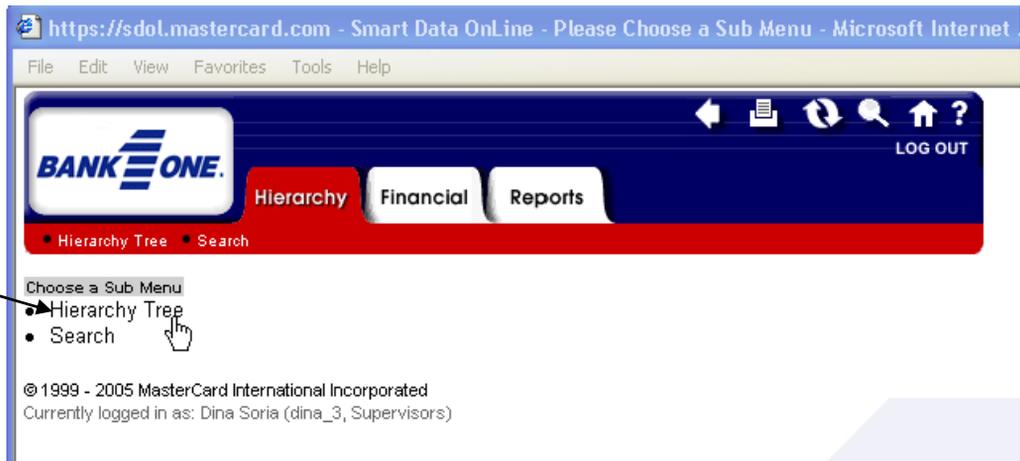
© 1999 - 2005 MasterCard International Incorporated
Currently logged in as: Dina Soria (dsoria, Accounts)

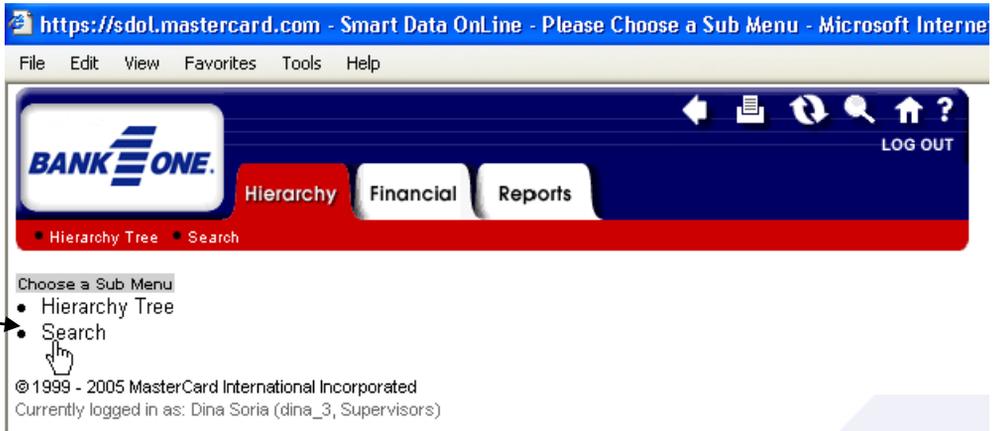
To view additional details click the detail icon

To delete a scheduled item click the delete icon

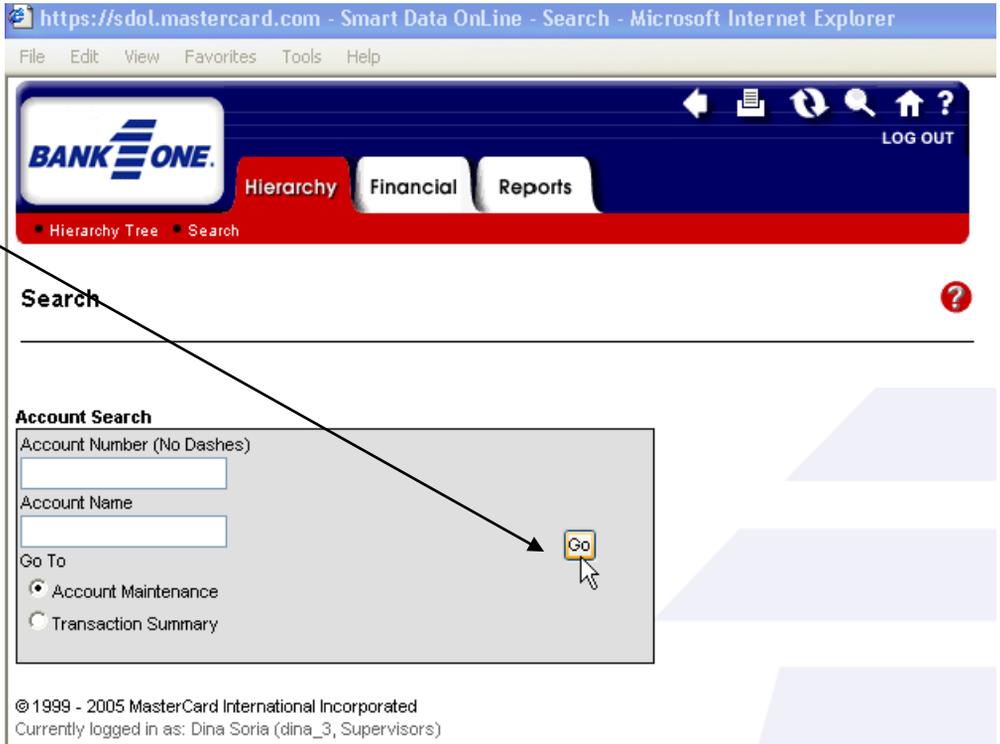
Active schedules will run on the Next Run Date as displayed on the Schedule Summary screen.

Supervisor Information



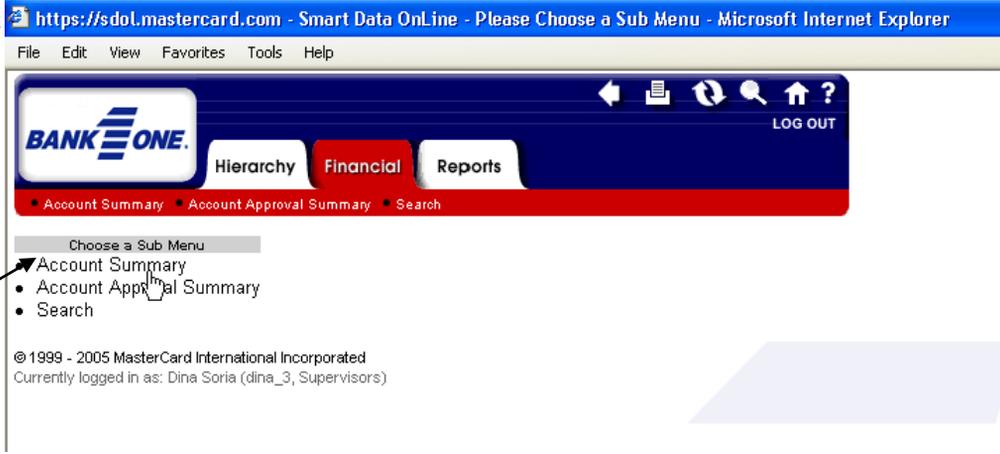


Click the Search icon to search the hierarchy by account number or cardholder name



Enter your search criteria and click on the Go button

Information will be shown for selected account numbers or card holders as shown on page 4.



The Account Summary screen displays a summary of transaction amounts applied to cardholder accounts during a specified period of time. The accounts are listed based on an account selected from the hierarchy.

https://sdo1.mastercard.com - Smart Data OnLine - Account Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BANK ONE Hierarchy Financial Reports LOG OUT

Account Summary Account Approval Summary Search

Account Summary

Date Criteria:

Billing Cycle: December 2004

Date Range: Data available starting: 11/09/2003

View by:

Posting Date From Date: 11 / 06 / 2004

Transaction Date To Date: 12 / 06 / 2004

Review Status: All

View

Name	Number	Total	Adjustment	Net
BRUCE A HUGHES	XXXX-XXXX-0462-5469	0.00 USD	0.00 USD	0.00 USD
RUFUS G CROWDER	XXXX-XXXX-0462-5402	167.60 USD	0.00 USD	167.60 USD
Total		167.60 USD	0.00 USD	167.60 USD

© 1999 - 2005 MasterCard International Incorporated
Currently logged in as: Dina Soria (dina_3, Supervisors)

From the Account Summary screen, you can link to an account's Transaction Summary for more detailed transaction information.

https://sdo1.mastercard.com - Smart Data OnLine - Please Choose a Sub Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BANK ONE Hierarchy Financial Reports LOG OUT

Account Summary Account Approval Summary Search

Choose a Sub Menu

- Account Summary
- Account Approval Summary
- Search

© 1999 - 2005 MasterCard International Incorporated
Currently logged in as: Dina Soria (dina_3, Supervisors)

The Account Approval Summary screen provides a fast and easy way to monitor a range of cardholder transactions.

https://sdo1.mastercard.com - Smart Data OnLine - Account Approval Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BANK ONE Hierarchy Financial Reports

Account Summary Account Approval Summary Search

Account Approval Summary

Date Criteria:

Billing Cycle: December 2004

Date Range: Data available starting: 11/09/2003

View by:

Posting Date From Date 11 / 06 / 2004

Transaction Date To Date 12 / 06 / 2004

Review Status: All

View

© 1999 - 2005 MasterCard International Incorporated
Currently logged in as: Dina Soria (dina_3, Supervisors)

Select the Date Criteria and review status and click on the **View** button.

https://sdo1.mastercard.com - Smart Data OnLine - Account Approval Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BANK ONE Hierarchy Financial Reports

Account Summary Account Approval Summary Search

Account Approval Summary

Cardholders	2
Transactions and Adjustments	4
Reviewed by Cardholder	1
Not Reviewed by Cardholder	3
Reviewed by Supervisor	0
Not Reviewed by Supervisor	4

Date Criteria:

Billing Cycle: December 2004

Date Range: Data available starting: 11/09/2003

View by:

Posting Date From Date 11 / 06 / 2004

Transaction Date To Date 12 / 06 / 2004

Review Status:

- All
- Not Reviewed
- Cardholder-Reviewed
- Cardholder-Not Reviewed
- Supervisor-Reviewed
- Supervisor-Not Reviewed
- All

Name	Transactions Adjustments	Cardholder Reviewed	Cardholder Not Reviewed	Supervisor Approved	Total	Net
BRUCE A HUGHES	0	0	0	0	0.00 USD	0.00 USD
	0	0	0	0	0.00 USD	
RUFUS G CROWDER	4	1	3	0	167.60 USD	167.60 USD
	0	0	0	0	0.00 USD	
Total	4	1	3	0	167.60 USD	167.60 USD
	0	0	0	0	0.00 USD	

© 1999 - 2005 MasterCard International Incorporated
Currently logged in as: Dina Soria (dina_3, Supervisors)

This screen lists a summary of all accounts based on your hierarchy. Also displays a summary of transactions for each cardholder within your hierarchy.